



學業成績表申請表格 (只適用於高級文憑課程)
Application Form for Transcript of Academic Record (Higher Diploma Programme only)

請於填寫本表格前參閱背頁之「申請須知」。 Please read the "Notes for Application" overleaf before completing this form.
請於適當的方格內填上☑號。 Please tick ☑ the appropriate box.

課程編號 Programme Code	
課程名稱 Programme Title	
修讀/畢業年份 Year of Study/Graduation	

學號/註冊編號 Student ID/Registration No. _____ (如未能提供學號/註冊編號, 請填上香港身份證號碼。)
(Please provide your HKID Card No. if your Student ID / Registration No. is not available.)

申請人英文姓名 Name of Applicant (in English) _____
 Mr. Ms. *
 Miss Mrs.

申請人中文姓名 Name of Applicant (in Chinese) _____
 先生 女士 *
 小姐 太太

通訊地址 Correspondence Address _____
 (如選擇以郵寄方式收取收據, 請填上地址。 Please provide your address if you choose to receive the receipt by mail.)

聯絡電話 Contact No. _____ 電郵地址 E-mail Address _____

* 請選擇適用者。 Please select as appropriate.

繳費辦法 Payment Methods

支票/銀行本票號碼 Cheque/Bank Draft No.: _____

快速支付系統「轉數快」Faster Payment System (FPS)

易辦事/支付寶香港/微信支付/八達通 EPS/AlipayHK/WeChat Pay/Octopus (須親臨報名中心辦理付款 Payment should be made in person at Enrolment Centres)

信用卡 Credit Card: Visa / Master

選用信用卡之申請人請填寫以下部分 Applicants making payment by credit card please complete the part below

信用卡號碼 Card No. [][][][][]-[][][][][]-[][][][][][][][][][] 發卡銀行 Card Issuing Bank _____

持卡人姓名 Card Holder's Name _____ 有效日期(月/年) Expiry Date (mm/yy) _____ / _____
 (有效期須為半年或以上 Valid for at least six months)

本人授權中大專業進修學院於上述信用卡支取費用港幣
I hereby authorise CUSCS to charge the credit card above for a fee of HK\$ _____
 (必須填寫 must fill in)

持卡人簽署 Card Holder's Signature _____ 日期 Date _____

申請人簽署 Applicant's Signature _____ 日期 Date _____

請選擇申請學業成績表 [A] 正本或 [B] 學生存本 (請於適當的方格內填上☑號)

Please select [A] Official Copy or [B] Student's Copy (Please tick ☑ the appropriate box)

[A] 正本 Official Copy (申請份數 No. of Copies _____) (只接受由本院直接寄達有關機構 To be sent directly by CUSCS to the institutions)
 機構收件地址或電郵地址 Institution's Mailing Address or E-mail Address: _____

[B] 學生存本 Student's Copy (申請份數 No. of Copies _____)

本人自行領取 由他人代為領取【附委託書】

To be collected in person at: To be collected by an authorized person (Letter of Authorization attached) at:

總辦事處 (尖沙咀漆咸道南39號鐵路大廈6樓) Head Office (6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui)
 尖沙咀安年報名中心 (尖沙咀漆咸道南67號安年大廈13樓)
 Tsim Sha Tsui Oriental Enrolment Centre (13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui)
 尖沙咀東海報名中心 (尖沙咀加連威老道98號東海商業中心地庫1樓01室)
 Tsim Sha Tsui East Ocean Enrolment Centre (Unit 01, Basement 1, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui)
 中環報名中心 (中環夏慤道12號美國銀行中心1樓A室) Central Enrolment Centre (Unit A, 1/F, Bank of America Tower, 12 Harcourt Road, Central)
 將軍澳報名中心 (將軍澳翠林邨) Tseung Kwan O Enrolment Centre (Tsui Lam Estate, Tseung Kwan O)

郵遞 (如與上述通訊地址不符, 請提供收件地址)
 By Post (Please provide mailing address if different from the above correspondence address)

申請人簽署 Applicant's Signature _____ 日期 Date _____

For Official Use Only

Fee for transcripts \$ _____ x _____ copies = Total \$ _____

Receipt No. _____ Handled By _____

Transcript(s) collected on _____ Collector's Signature _____

Transcript(s) sent on _____

申請「學業成績表」須知

1. 本院待收到填妥之申請表格及有關費用後，方可處理台端之申請。所有申請大致可於十四個工作天內辦妥。
2. 學業成績表學生存本由學生或委託人領取或以郵遞方式寄予申請人；而學業成績表正本則經由本院直接寄予有關機構。
3. 每份學業成績表之收費為港幣一百元正。
4. 委託他人代辦申請/領取學業成績表必須出示委託信（信內須列明受託人之身份證或護照號碼）。受託人亦須出示其本人之香港身份證或護照及申請人之香港身份證副本以供核對。
5. 本院會通知有關申請者到辦事處領取學業成績表，申請者須於發出日期起三個月內到本院領取，否則有關文件將被銷毀。
6. 本院將不負責任何因郵遞而引致之遺失或損壞。
7. 請把填妥表格，連同劃線支票及信用卡資料交回或郵寄至本院於「尖沙咀漆咸道南39號鐵路大廈6樓」之總辦事處。
8. 繳費辦法：
 - (i) 支票/銀行本票
如用支票/銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同本表格一併遞交。
 - (ii) 快速支付系統「轉數快」
申請人可使用「轉數快」轉賬*（詳情請參閱個別銀行的指引）。請於「受款人提示訊息」/「備註」欄位填上聯絡電話及學生編號。完成轉賬後將「確認」/「完成轉賬」紀錄（必須附有入賬戶口、轉賬金額、轉賬日期、參考編號及受款人提示訊息/備註）連同本表格一併以電郵方式傳送至報名中心（scs-enrol@cuhk.edu.hk）作核實。*轉數快識別碼：160565636 或 轉數快電郵地址：payment@scs.cuhk.edu.hk
 - (iii) 易辦事/支付寶香港/微信支付/八達通 EPS/AlipayHK/WeChat Pay/ Octopus
本院報名中心設有易辦事、支付寶香港、微信支付及八達通繳費服務。
 - (iv) Visa/萬事達卡付款
請於本表格內填寫持卡人姓名、信用卡號碼、發卡銀行、有效日期、授權金額及簽署，並親臨或郵寄至本院辦理。
9. 如有查詢，請與本院教務組聯絡：
電話：2209-0275 / 2209-0260 / 2209-0478 / 2209-0235
傳真：2603-6565
電郵：scs-registry@cuhk.edu.hk
10. 個人資料收集聲明：閣下在本表格內所提供的個人資料將供本院職員處理此申請之用。

Notes for Application for Transcript of Academic Record

1. Applications will be processed upon receipt of the completed application form and payment. The process will normally take 14 working days.
2. The Student's Copy of the transcript will be issued to the applicant and collected in person, by an authorized person or sent by post. The Official Copy will be sent directly to the institution(s) by ordinary local/air mail.
3. Fees per copy should be \$100.
4. If you wish to authorize a third party to collect the transcript on your behalf, please submit a Letter of Authorization along with the application form. The letter should also state the HKID Card or Passport No. of the authorized person. A photocopy of your HKID Card and the authorized person's HKID Card or Passport will be required for verification.
5. If you choose to collect the transcript in person, we will notify you once the transcript is ready. The transcript must be collected within three months from the date of issuance. Otherwise, it will be disposed of and the applicant will be required to make a fresh application.
6. The School undertakes no responsibility for any loss or damage of the transcript during postal delivery.
7. Fill in all the required information on the application form. Return the form with a crossed cheque or bank draft or credit card information to the School's Head Office at "6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui".
8. Payment Method :
 - (i) Cheque/Bank Draft
Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with this form.
 - (ii) Faster Payment System (FPS)
Payment can be made via FPS* (for details, please refer to the guidelines of individual banks). Applicants should enter their contact phone number and Student ID in the "Message to payee"/"Notes"/"Remarks" field. After completion of payment, a record of the "Confirmation"/"Payment Completion" page (showing the information of payee, payment amount, payment date, reference number and message to payee/notes/remarks) should be sent together with this form to Enrolment Centres via email at scs-enrol@cuhk.edu.hk for verification. *FPS ID: 160565636 or Email address for FPS: payment@scs.cuhk.edu.hk
 - (iii) EPS/AlipayHK/WeChat Pay/ Octopus
EPS/AlipayHK/WeChat Pay/ Octopus payment can be made at Enrolment Centres.
 - (iv) Payment by Visa/Master Card
This form should include the card holder's name, card number, card issuing bank, expiry date, authorised amount and card holder's signature.
9. For enquiries, you can contact the Registry by:
Phone: 2209-0275 / 2209-0260 / 2209-0478 / 2209-0235
Fax: 2603-6565
E-mail: scs-registry@cuhk.edu.hk
10. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.